



# WORTH PARISH COUNCIL

## TRAINING & DEVELOPMENT POLICY

### STATEMENT

In order to best serve the residents of the parish, Worth Parish Council is committed to councillors and staff undertaking regular training to ensure that all are up to date with changes in the sector and best practice, to enable them to carry out their roles to the best of their ability for the benefit of the community.

All councillors and staff will have equal access to training, provided that training meets the need of the aspirations of the Council, and relevant to their role within the Council.

"Training" is defined as one of the following:

- a professional qualification such as CiLCA
- an H&S qualification such as First Aid, Manual Handling, use of equipment such as e.g. chain saws
- use of new IT package
- attendance at NALC conference(s)
- attendance at SLCC conference(s) and Branch meetings
- attendance at SSALC networking days and briefing sessions
- in house training from a recognised provider (see below)

### TRAINING BUDGET

Provision for training will be made within the Annual Budget with allocation to two cost codes - one for Councillors and one for staff. This will be reviewed annually to ensure that provision for all is sufficiently funded.

The Council will undertake to fund the course or session fee and travel expenses, with the latter being reimbursed on the following basis

- from the place of employment for staff
- from the parish boundary for Councillors

With regard to professional qualifications for staff, the Council will undertake to fund course fee and examination costs. In accordance with the contract of employment,<sup>1</sup> members of staff agree to re-pay costs for professional qualifications on a sliding scale, should they leave the Council's employ, on the following basis:

Leaving within six months of completing the qualification - repay 100% of costs  
Leaving within twelve months - repay 50% of costs  
Leaving within eighteen months - repay 25% of costs  
Leaving after eighteen months - no requirement to repay

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<sup>1</sup> After consultation with staff as to this change in the terms of their contract

Costs of re-taking examinations will be considered on an individual basis.

## **TRAINING NEEDS**

Training needs for **staff** will be identified via one or more of the following criteria

- a requirement following the appointment of a new staff member
- during annual staff appraisal
- at the request of a staff member or his/her line manager
- new or changes to legislative requirements
- new or revised qualifications becoming available
- introduction of new equipment, IT packages or changes to other working practices

Training needs for **Councillors** will be identified via

- a request from a Councillor
- a requirement from an outside body, for example, as a result of a breach of the Code of Conduct

## **RECOGNISED TRAINING PROVIDERS**

The Surrey & Sussex Association of Local Councils, of which the Council is a member

The Society of Local Council Clerks, of which the Clerk is a member

A recognised body, qualified in the field of expertise, for training such as First Aid, use of equipment and packages.

## **EVALUATION OF TRAINING**

With regard to training for Councillors, a record will be kept of courses attended, to ensure that funding is equitably allocated amongst members.

Records for staff will be kept on personnel files.

Both Councillors and staff will be encouraged to share knowledge gained as a result of training, and to provide feedback on its effectiveness. Any copies of presentations or course papers will be circulated to all.

## **REVIEW**

Subject to any changes in legislation, this Policy will be reviewed within two years of adoption.

**Date of Adoption: October 2017**